

**DURHAM, NORTH CAROLINA
MONDAY, AUGUST 16, 2004
5:00 P.M.**

Pursuant to the proper notification, the Durham City Council held a special meeting on the above date and time in the Committee Room at City Hall with the following members present: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Best, Brown, Catotti and Clement. Excused Absence: Council Member Stith.

Also present: City Attorney Henry Blinder and City Clerk D. Ann Gray.

Mayor Bell called the special meeting to order.

SUBJECT: EXCUSE COUNCIL MEMBER STITH

MOTION by Mayor Pro Tempore Cole-McFadden seconded by Council Member Catotti to excuse Council Member Stith from the special meeting was approved at 5:05 p.m. by the following vote: Ayes: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Catotti and Clement. Noes: None. Absent At Time of Vote: Council Members Best and Brown.

At this time, Council Member Clement requested to be excused from the August 19, 2004 Work Session.

MOTION by Mayor Pro Tempore Cole-McFadden seconded by Council Member Catotti to excuse Council Member Clement from the August 19, 2004 Work Session was approved at 5:05 p.m. by the following vote: Ayes: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Catotti and Clement. Noes: None. Absent At Time of Vote: Council Members Best and Brown.

SUBJECT: PROCESS FOR HIRING A NEW CITY MANAGER

Officials with the N. C. League of Municipalities offered the Durham City Council advice on searching for a new city manager.

Ellis Hankins, Executive Director of the League, asked the Council to look at what areas the city might need to focus on in the coming years, such as community development, infrastructure or community outreach. He noted the Council could decide to handle the search on its own, using in-house staff to help with the administrative work, or it could hire an outside person/facilitator or consulting company to help. He noted most cities hire executive search firms that have experience in identifying an organization's needs and narrowing the search. Also, Mr. Hankins made comments on the open meetings law, public records law, employment applications, having good strong background checks,

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confidentiality, employment agreements, Council/Manager form of government and ICMA Code of Ethics.

Gene Dillman, Director of Member Services of the League, provided a handout to Council outlining the process for hiring a new city manager.

Mr. Hankins agreed to provide the council with a list of executive search firms and facilitators.

The Mayor thanked Mr. Hankins and Mr. Dillman for their assistance.

MOTION by Mayor Pro Tempore Cole-McFadden seconded by Council Member Catotti to continue the special city council meeting to Thursday, August 19, 2004 at 11:00 a.m. was approved at 6:11 p.m. by the following vote: Ayes: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Best, Brown, Catotti and Clement. Noes: None. Excused Absence: Council Member Stith.

D. Ann Gray, CMC
City Clerk